# Data Sharing Request Form

## For use by the organisation (data controller) making the request for data sharing. Please complete and send this form to [insert email address].

### Data Sharing Request

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| **Name of organisation/ department to whom request is addressed** |  |
| **Name of organisation making request** |  |
| **Name and position of person requesting data** |  |
| **Date of request** |  |
| **Data controller relationship** | **Joint / Separate**  |
| **Is there an information sharing agreement in place?** | **Yes / No** |
| Does the processing involve special category data (or law enforcement processing)? | **Yes / No** |

## Description of data requested

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## Purpose of sharing

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## Lawful basis/bases for disclosure. Please include any conditions for processing special category or criminal offence data.

## Are there any circumstances in the requested sharing that might result in the risk to individuals? How will these risks be mitigated?

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## 4. How the information will be disclosed

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| *Please enter the details for how the information should be disclosed i.e. use of secure post, encrypted email etc.* |

**Data sharing decision**

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| --- | --- |
| **Has the DPO/ Data Protection Lead been consulted?**  | **Yes / No** |

**Has a DPIA been considered?**

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**DPIA undertaken and outcome (if applicable)**

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**Was the information shared with or without the consent of data subjects?**

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**What arrangements are there for complying with individual’s information rights?**

What do you need to tell people about sharing their data and how you will communicate that (Privacy Notice).

Are the any specific arrangements needed to to comply with individuals’ information rights requests?

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**What retention/deletion arrangements have been agreed?**

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| --- | --- |
| **Disclosure agreed**  | **Yes / No**  |
| **Reason/s for sharing or not sharing** |  |
| **Disclosure authorised by** |  |
| **Data disclosed by** |  |
| Date of disclosure |  |